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RECORDS MANAGEMENT PROGRAM

July 1955

SURVEY REPORT

OF THE

OFFICE OF RESEARCH AND REPORTS

PREPARED BY Records Management Staff, MS

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**RECORDS MANAGEMENT SURVEY REPORT OF THE
OFFICE OF RESEARCH AND REPORTS**

I. PURPOSE AND SCOPE

To prepare records control schedules covering the disposition of all records throughout the Office of Research and Reports.

II. APPROACH

At the request of the Office of Research and Reports a records management survey was conducted by Miss [] and Mr. [] of the Records Management Division. The survey consisted of an item by item inventory of the records holdings in each organizational element of the Office and obtaining information as to the use and value of the records from responsible administrative and operating officials.

Based upon the value of the records placed on them by these officials and upon evaluation criteria established by the National Archives, proposed schedules for the timely disposition of each record series were prepared and submitted to each organization for approval. Any difference was adjusted until everyone was in complete agreement and the signature of the organization chief was obtained. All schedules were then submitted to the AD/RR for approval.

III. APPLICATION OF APPROVED SCHEDULES

The ORR schedules as approved by the AD/RR have been reviewed by this office and are approved for full application of the disposition instructions contained thereon except for destruction action proposed on certain items. (See Exhibit A). Steps are being taken to obtain the necessary legal authorization for the destruction of these excepted items whereupon you will be notified immediately. However, it is pointed out that a schedule only gives legal authority for the destruction and retirement of records and all actions taken under this authority must conform with existing security regulations of the Agency.

The preparation of records control schedules accomplish little unless the disposition instructions which have been approved by all responsible officials of your Office are implemented and adhered to down to the lowest echelon. Therefore, Records Officers and Administrators should utilize schedules as a means of administrative control to obtain compliance with approved policies. The application of the schedule then becomes a prime factor in promoting an efficient and economical records disposition program in the Office. A proven method of schedule application as followed by another large office of the Agency was to first designate an individual in each organizational element to assist the Records Officer. One copy of the schedule pertaining to each organization's records was forwarded to the individual for application. The Records Officer was then able with this limited group, to instruct, advise, and assist them in getting the program underway in their respective organizations.

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IV. ANALYSIS OF SCHEDULE

Statistical information developed from the records control schedule shows that the Office of Research and Reports has records holdings totaling 22,422 linear feet, categorized in 685 separate items or record series. These records occupy filing equipment valued at approximately \$423,684.00 and consists of the types and amounts shown in Exhibit B. A detailed breakdown showing amounts and percentages of these records established as permanent, temporary or indefinite retention value is attached as Exhibit C.

The benefits derived from an effective Records Disposition Program are many. Substantial savings can be reflected in more economical use of office space and filing equipment. On the assumption that the schedules will be given full application in the Office of Research and Reports it is estimated that a minimum savings of \$73,860.00 is possible for the remainder of this year and 1956. For 1957 and for each year thereafter it is estimated that an annual savings of \$48,275.30 is possible. (See Exhibit D). As an aid in measuring the effectiveness of the Records Management Program in the Agency it is requested that a report of the volume of records destroyed under authority of the schedule be furnished to the Records Management Staff on a fiscal year basis.

V. RECOMMENDATIONS

Although the primary purpose of the survey was to prepare Records Control Schedules, other areas of Records Management were observed during the course of the survey where possible improvements could be made. As a result of these observations and a careful analysis of the schedules the following recommendations are submitted for your consideration:

- A. Recommendation No. 1 - That a study be made as to feasibility of transferring map supplemental distribution function to the Agency Records Center.

Map Library Division is responsible for the supplemental distribution of all Agency produced and non-Agency produced maps. In carrying out this function they maintain a large stock supply of maps housed in expensive filing equipment and utilizing scarce and valuable current office space. Yet for other types of intelligence productions of the Office of Research and Reports the supplemental distribution is made by

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the Supplemental Distribution Branch of the Agency Records Center. The Records Center in performing this function maintains supplemental distribution stocks totalling over 10,000 cubic feet of various Agency reports which are stored efficiently and economically in low cost space and equipment. Requests are serviced promptly upon receipt and few complaints have been received on the service. In view of the similarity of the functions now performed by these organizationally separated units, it appears that a consolidation would be feasible. It is suggested that a survey team selected for this study be composed of one member from Records Management Staff and one member from Office of Research and Reports. The monetary savings to the Agency that would result from this transfer would total \$36,444.16 in file equipment alone. In addition, continual savings in lower cost office space would accrue at the rate of \$4,173.90 each year thereafter.

B. Recommendation No. 2 - That a uniform file system be installed for all subject and administrative files.

Within the Office of Research and Reports, there are 84 separate subject and administrative files maintained for the chiefs of each organizational element. These files are maintained and serviced by Administrative Officers, secretaries and clerical personnel in the various chief's offices. The files maintained at the higher organizational levels of the Office are the permanent historical records documenting the organization and its functional activities. The systems for filing are varied but for the most part are under some alphabetical arrangement. However 17 of the 84 files were found to have been established following the subject numeric system prescribed in the Agency File Manual (including the central files of the OAD). Where this system had been installed it was noted that personnel were highly satisfied with the results as it facilitates their file operation. Many organizations not having a planned system of filing were desirous of having this system installed. If this uniform system is installed throughout the Office of Research and Reports, benefits will accrue to present, as well as, future administrators through such standardization. Intra-office transfers of Administrative Officers, secretaries, and clerical personnel will cause no time lost in learning the different file systems of each organization. All new clerical personnel awaiting clearance in the Interim Assignment Branch are given a training course in the subject numeric file system.

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The course is conducted by the Office of Training and covers 5 forty-minute periods. In addition all new personnel in grades through GS-7 are given a brief course in subject numeric filing under the clerical orientation program. If this recommendation is accepted the Records Management Staff will be glad to arrange a training program for personnel now on duty with ORR who would be directly concerned with the file operation.

C. Recommendation No. 3 - That file plans be developed for all intelligence collection files

In the absence of formal instructions and guidance, record keeping practices do not follow established patterns in the various divisions and branches throughout the offices. In some divisions where branch functions and responsibilities are similar, except for geographical area, subject or commodity, filing systems varied in accordance with the ideas of each individual analyst. However, Industrial Division, as well as a few individual branches in other divisions, have developed file plans for all of their intelligence files and are in the process of implementation. If Divisions and Branches develop file plans for all intelligence files and the analysts are required to maintain their files accordingly, they will then be able to use files interchangeably without further coaching or instructions. Files of analysts who have been transferred, separated or reassigned would be accessible and fully utilized by any successor.

D. Recommendation No. 4 - That Divisions and Branches adopt more economical use of file equipment and supplies.

In many files the double pressboard type folder is being utilized. The Agency recently adopted a less expensive (\$.93 for legal size as against \$1.39) standard folder which will adequately serve for the duration of most Agency filing needs. Temporary records containing the cheaper folders can be economically destroyed in bloc without salvaging costs necessary for retrieving the expensive folders. In those areas where filing space is at a premium additional filing space would be realized by adopting the standard folder to replace the heavy pressboard type folder now in use.

Non-classified material was found stored in many safes throughout the office. The interfiling of non-classified material with classified material is often necessary in order to maintain the integrity of a file and this should not be discouraged.

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However, a large portion of the unclassified material is not related to a specific file and is maintained in expensive safes for reference purposes. These documents should be immediately removed and stored in bookcases, key-lock cabinets or supply cabinets. This would release much needed filing space for classified materials and insure proper utilization of filing equipment.

E. Recommendation No. 5 - That Divisions and Branches reduce the volume of library and reference publications.

A total of 2,505 linear feet of library books were inventoried. Of this total 1,119 linear feet are those obtained through the Library on an indefinite loan basis. The remainder (1,386 linear feet) are geographic reference books maintained by the Map Library for loan purposes. Books on an indefinite loan to the Office should be reviewed and those which have served their original purpose or have only an occasional use should be returned to the Library. Such books then would be available for temporary loan to other components of the Agency as well as to personnel of OHR. This would prove an economy in Agency procurement of duplicate library books and still provide adequate reference service to the Office. Also it is suggested that library material which is necessary to maintain in the office be centralized at the Branch or Division levels. This will prove an economy in filing equipment utilization as well as provide adequate service to the individual analysts.

A total of 1,109 linear feet of reference publications maintained in over 70 separate filing locations throughout the office was inventoried. A large portion of these publications are seldom used and in many instances have been superseded and have become obsolete. All such files should be reviewed and that material no longer needed be destroyed or returned to the Library if on loan to the Office. This would release much needed space for current and active records.

F. Recommendation No. 6 - That Employee Record Card, OF 4b, be utilized at all organization levels below the Administrative Staff replacing the individual personnel folders.

Individual personnel folders are maintained at all organizational levels and duplicate the personnel folders maintained by the Administrative Staff. In addition the employee's official personnel folder is maintained by the Personnel Office of the Agency. Suggest that the personnel folders

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maintained by other than Administrative Staff be discontinued and the use of Employee Record Card, OF 4b, be encouraged. The Employee Record Card is intended for use by operating officials as a basis for initiating personnel actions, training and qualifications, and many other personnel duties of operating officials. Agency Regulation [] states that OF 4b is "the only supplementary record authorized by the Office of Personnel which may be established by operating components." The cards may be maintained in pocket type visible files and will occupy less filing space in the office.

G. Recommendation No. 7 - That greater recognition be given to the Agency Forms Management Program.

The survey revealed that documentation of a substantial amount of the total filed recorded data is accomplished on uncontrolled, uncoordinated, locally devised and dittoed forms. The character and volume of these "bootleg" forms found in the files leads to the obvious conclusions that: 1) many of these forms may be obsolete or non-essential; 2) some undoubtedly duplicate and overlap one another; 3) others are susceptible to replacement by standardized Agency forms; 4) many require standardization and simplification of size and design with attendant improvements in function, appearance and readability; 5) further improvements and efficiencies could be obtained by changing production methods, paper, ink and other specifications, and so forth.

Quantity reductions and quality improvements can best be achieved by insuring that the production and use of every form utilized by ORR is completely controlled prior to production. Clearance procedures outlined in [] and other pertinent issuances should be instituted gradually as mutually agreed to by the ORR Area Records Officer and the Agency Forms Manager to avoid overburdening either the Area Records Officer or the Forms Management Branch with a sudden influx of work too great to be handled without undue delay.

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MEMORANDUM FOR THE RECORD:

4 August 1955

- 25X1A9A 1. The report, schedule and related memoranda were discussed in detail with Mr. [] Assistant to DD/I, on 3 August 55.
- 25X1A9A 2. The report, schedule and related memoranda were discussed in detail with Mr. [] Chief, O & M Staff DD/I Area, on 4 August 55.

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LIST OF TERMS REQUIRING LEGAL AUTHORIZATION
FROM TO INSTRUCTION

25	217	502
26	214	508
31 a & d	211	515
32 a, b & c	209	521
34	302	531
49	311	536
55	313	543
63 b	318	550
75	317	557
80	317	564
113	314	571
116	312	577
136	370	586
148	370	590
160	379	599
165	380 a & b	605
172	382	611
187	395	622
192	415	631
197 a & b	419	640
198 b	429	647
203	434	652
225	447	656
236	452	660
252 a & b	470	663
265	470	669
268	481	677
270	491	

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EXHIBIT A

SECRET**INVENTORY OF FILING EQUIPMENT IN
OFFICE OF RESEARCH AND REPORTS**

The file equipment utilized in Office of Research and Reports has a replacement value of \$423,644 and consists of types and numbers listed below:

<u>Number</u>	
718	1-dr. legal safes
133	5-dr. card safes
30	2-dr. legal safes
162	1-dr. legal cabinet
10	1 dr. letter cabinet
12	Hardex safes
15	Hardex cabinets
2	8-dr. card safes (IBM)
6	1-dr. legal safes (sliding door vault)
4	5-dr. legal cabinet
1588	map cases (5-dr.)
8	map cases (vertical)
3	10-dr. card cabinets
18	9-dr. card cabinets
7	8-dr. card cabinets
21	7-dr. card cabinets
1	6-dr. card cabinets
6	1-dr. card cabinets
6	3-dr. cabinet (bar lock)
249	2-dr. card cabinets
1	15-dr. card cabinet
1	map cabinet (bar lock)
1	1-dr. legal cabinet (w/2 substitute drawers replacing 1 legal drawer)
1	12 tray cabinet
1	13 tray rotary file
783	bookshelves
46	open shelf map cases (10-shelf)
35	open shelf atlas cases (10-shelf)
45	open shelf bookcases (5-shelf)
7	open shelf bookcases (7-shelf)
<u>3920</u>	Total pieces of equipment

EXHIBIT B**SECRET**

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STATISTICAL INFORMATION

1. As a result of the records inventory the survey team established an estimated total records holding of 22,422 linear feet of records categorized in 685 separate items or record series.
2. 3.5% or 785 linear feet of records have been identified as having permanent value. The ultimate retirement of these records to the Records Center should be made in accordance with the disposition instructions contained in the Records Control Schedule and in accordance with existing Agency security regulations.
3. 11.2% or 2,505 linear feet of library material have been covered on the Records Control Schedule. Of this volume 1,386 linear feet are geographic reference books maintained by the Map Library for loan purposes. The remainder are technical books on indefinite loan from the library to the various divisions for reference purposes.
4. 84% or 18,851 linear feet of records have been appraised as having temporary value, with disposal to be made in accordance with the instructions on the Records Control Schedule. Of this volume, 7,128 linear feet are maps maintained in the Map Library Collection for loan purposes and 4,904 linear feet are extra copies of maps maintained for supplemental distribution purposes.
5. 1.3% or 281 linear feet of records have been listed on the schedules for an indefinite retention as disposition criteria for the proper evaluation of these files will depend on their future development and use.

EXHIBIT F C

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MONETARY SAVINGS POSSIBLE IN APPLICATION OF THE SCHEDULE

1. For every cubic foot of records this Agency can dispose of, on the spot, space and equipment with an estimated replacement value of \$32.10 can be released. For every cubic foot of records that this Agency can transfer to cheap storage, such as the Agency Records Center, there is a net savings of \$30.80 in space and equipment released.

2. An analysis of the schedule based upon full application of the disposition instructions for each item indicates that 1,636 linear feet of the present accumulation of records may be destroyed during the remainder of 1955 and 1956. During the same period 693 linear feet of records are scheduled for retirement to the Records Center. Total savings estimated for this period would amount to \$73,860.00. For each year after 1956 the schedule indicates that a minimum of 1241 linear feet of records may be destroyed and 274 linear feet of records may be retired to the Records Center. This would effect a minimum annual savings of \$48,275.30 for 1957 and for each year thereafter.

EXHIBIT D

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Case File
ORR - Draft

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FILED: Records - 2

RETURN TO

RECORDS MANAGEMENT DIVISION

25 January 1956

Area Records Officer
Office of Research and Reports

CIA Records Officer, Records Management Staff

Authorization for the Disposal of Records

1. Congressional approval has been received on those items listed in the front of the Records Control Schedule for which disposal authorization was pending.
2. The approval for the disposal of these records is contained in House Report No. 1646, 84th Congress, 2d Session, dated 16 January 1956.
3. This action completes the disposition plan for the records of your Office. Any assistance you may need in the application of the schedule may be obtained by contacting a member of this Staff.
4. Office of Basic Intelligence is being notified concurrently.

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MgtS/RMS  pat(1/25/56)

Distribution

Orig & 1 - addressee

1 - 

1 - RMS file

1 - Record Center

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